



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO VIRGINIA 22134 5001

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MAY 02 2014

Commander's Policy Letter 1-14

From: Commander  
To: Distribution List  
Subj: REQUEST MAST PROCEDURES

Ref: (a) NAVMC DIR 1700.23F  
(b) MCO 1700.23F (Request Mast)  
(c) DON OJAG ltr 5800 Ser 00/0185 of 25 Aug 2003  
(d) MCO 5400.54 dtd 19 Apr 2013

Encl: (1) Unit Listing

1. Situation.

a. With the inception of Marine Corps Installations Command (MCICOM) in 2012, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) was officially designated as a subordinate command of MCICOM per reference (d). MCINCR-MCBQ is comprised of Marine Corps Base Quantico and provides installation support and management to Marine Corps Base Quantico (MCBQ), its tenants as well as base operating support oversight to Headquarters and Service Battalion (H&S Bn) Headquarters Marine Corps (HQMC) and Marine Barracks Washington. The Commander, MCINCR-MCBQ is officially designated as a general court martial convening authority and, therefore, is also considered the first general officer with respect to the routing of Request Mast applications.

b. In order to standardize the submission of Request Mast Applications to Commander, MCINCR-MCBQ, guidelines are set forth in this policy letter. Additionally, the unconventional command structure throughout the region can sometimes lend itself to confusion in routing procedures; this policy letter addresses those units/organizations to which this applies per the enclosure.

2. Mission. To specify the standardized procedures for the submission and routing of Request Mast applications to the Commander, MCINCR-MCBQ so that they are in accordance with

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references (a) and (b) and vetted properly through the requestor's chain of command.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent.

(a) This policy letter applies to all commands exercising Request Mast for whom Commander, MCINCR-MCBQ serves as the general court martial convening authority per reference (d).

(b) Per reference (c), Commander, MCBQ is designated as the General Court Martial Convening Authority.

(2) Concept of Operations

(a) Request Mast applications will be submitted in writing utilizing NAVMC form 11296 (rev) via the chain of command to the commander with whom the Request Mast is desired.

(b) In the event that the Marine desires a Request Mast with the Commander, MCINCR-MCBQ, the following procedures will be followed:

1. The complete NAVMC form 11296 will be submitted, unfolded in a yellow 9x12 envelope. The envelope will be sealed and the requestor will sign their name over the seal and cover this with clear tape.

2. One (1) NAVMC form 11296 will be affixed to the front of the envelope. Part I, sections 1-8a, 9 and Part III will be completed by the requestor.

3. Part II, section 10 MUST be completed by each intermediate commander in the chain of command, regardless of the fact that the requestor desires only the Base Commander to hear the case. Therefore, there may be cases where there are several Part II pages affixed to the front of the envelope under the requestor's page. The purpose of this is to make the intermediate commanders in the chain of command aware of the request before it is submitted to the Base Commander.

b. Subordinate Element Missions. N/A

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c. Coordinating Instructions

(1) The scheduling of Request Mast hearings with the Commander, MCINCR-MCBQ will be handled by MCINCR-MCBQ Inspector General (IG).

(2) Intermediate commanders will meet with Marines submitting a Request Mast to the Commander, MCINCR-MCBQ and make every effort to offer resolution at their level. They will document their action in Part II of the NAVMC 11296 accordingly and affix under the requestors page.

4. Administration and Logistics

a. Request Mast applications to the Commander, MCINCR-MCBQ must be hand delivered to the MCINCR-MCBQ IG located in Lejeune Hall, building 3250, Catlin Avenue, room 125 (Deputy IG) or room 123 (IG).

b. Request Mast applications will be accepted Monday through Friday from 0730-1630.

5. Command and Signal

a. Command

(1) The Inspector General's office can be reached at (703) 432-0049

(2) MCINCR-MCBQ Sergeant Major can be contacted at 703-784-5907.

b. Signal. This Order is effective the date signed.

  
DAVID W. MAXWELL

DISTRIBUTION: A

### Unit Listing

(Commander, MCINCR-MCBQ exercises GCMCA for the following organizations)

- Headquarters and Service Battalion
  - Headquarters Company
  - Service Company
  - Combat Development Company
    - Deputy Commandant, Combat Development and Integration
    - Marine Corps Information Operations Center
    - Marine Corps Intelligence Activity
  - Tenant Activities Company
    - Deputy Commandant, Manpower and Reserve Affairs
    - Marine Corps Network and Operations Security Center
    - Marine Corps Operational Test and Evaluation Activity
    - Wounded Warrior Regiment
- Headquarters and Service Battalion, HQMC, Henderson Hall
- Marine Barracks Washington
- Marine Corps Embassy Security Group
- Wounded Warrior Regiment
- Marine Helicopter Squadron One (HMX-1)
- Marine Aviation Detachment, Patuxent River